2020 MMLA CONVENTION EXHIBIT CONTRACT

1. The 62nd Annual Convention of the *Midwest Modern Language Association* (hereafter referred to as the MMLA) will be held November 5-8, 2020 at the Hilton City Center in Milwaukee. All table tops will be 6’ x 3’, and rental charges will be waived.

Exhibitor contracts should be mailed to:

Midwest Modern Language Association  
Department of English  
Loyola University  
1032 W. Sheridan Road  
Chicago, IL 60660

2. The MMLA agrees to host one reception in the exhibit hall from 6:30-7:30 p.m. on Friday, November 7 and to set up a coffee/tea service station on Thursday, Friday and Saturday. These events will entail no cost to exhibitors, but sales representatives should plan to be in the exhibit hall until 7:30 p.m. on Friday.

3. It is mutually agreed that it is the duty and responsibility of each exhibitor to install and dismantle his/her exhibit. *Exhibit set-up will begin at 8:00 a.m. on Thursday, November 5.* On Thursday, *November 5*, the exhibit hall will open at 10:00 a.m. and will close at 5:15 p.m. Saturday, *November 7*. During the evening hours when the exhibit area is closed to the public, the exhibit hall will be locked. If the room cannot be locked, security service will be provided by the MMLA. Neither the MMLA nor the Hilton is responsible for items left in the exhibit hall, either during the times the exhibit is open or when the exhibit hall is closed.

4. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.


Labels should include:

Name of Meeting Planner: Linda Winnard  
Event Name: MMLA Convention  
Event Date: 11/5-11/8  
Your contact name and arrival date  
Box Number(s): 1 of #

Boxes can be accepted four (4) days before the meeting.
6. The exhibitor agrees to protect, save, and keep the \textit{MMLA} and the \textit{Hilton} forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between \textit{Hilton} and the \textit{MMLA} regarding the exhibition premises. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless the \textit{MMLA}, the \textit{Hilton}, and their representatives or employees against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees or exhibit materials from any cause whatsoever, either prior to, during, or subsequent to the exhibit, which arise out of or by reason of said exhibitor’s occupancy and use of the exhibition premises or a part thereof. The exhibitor must agree that the \textit{Hilton} and the \textit{MMLA} shall not be responsible or liable for injury to any person(s) or for loss or damage to any property belonging to the exhibitor or any person(s) while in transit to or from the \textit{Hilton} or while in the \textit{Hilton}. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the exhibitor’s displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents, servants, and employees from any and all such losses, damages, and claims.

7. Please sign one copy of this contract in the space provided below, signifying your acceptance of the terms of this contract, and return these pages by scanning and emailing the signed contract to \texttt{mmla@luc.edu}. Below (print clearly or type) please provide the requested information, including the names of your representatives at the convention. The \textit{MMLA} will have badges made in advance, which may be picked up, without payment of the registration fee, at the \textit{MMLA}’s registration desk at the \textit{Hilton}.

Firm: 
_____________________________________________________________________________________

Street Address: ________________________________________________________________

City, State, Zip Code: __________________________________________________________

Phone: __________________________ Email:________________________________________

Name: ________________________________________________________________

Signature __________________________ Title:________________________________________

Date: ________________________________

Number of tables requested: ________________

Representatives Who Will Be Attending the Convention:

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